

U.S. Government Employees

Additional Information is required for completing the Environmental Reporting Logistics System (ERLS) Registration Form DD 2875 for U.S. Government Employees

You must be a current U.S. Government employee to access this system. ERLS registration requires unique information that needs to be included in the ERLS DD 2875 registration form. The following information is provided to assist in completing the ERLS registration form DD2875. Please add the required information into Block 27, Optional Information, if there is not a logical place for it in the form.

Mail or email completed form to:	FAX form to:
DLIS-TAM Defense Logistics Services Center 74 Washington Ave N Ste 7 Battle Creek, MI 49037 dlisacctmgmt@dla.mil	DSN: 661-5925 COMM: (269)961-5925

Agency Information

U.S. Government Branch of Service or Agency. Please provide the U.S. Governmental entity such as Navy, Air Force, etc.

Major Command: Please provide the name of your major command such as Naval Supply Command, or Defense Logistics Agency.

Activity Name. Please enter the name of your activity. This will help us determine the specific access you require in ERLS. For example, if you are located at a DRMO, you would put "DRMO (name)". Or if you are at a DLA ICP, you would put DSCR or DSCC, etc.

Installation Name. This is the Service or Agency of the primary tenant. For example, your DRMO might be located on an Army Installation or Air Force Installation. If your DRMO were located at Wright-Patterson AFB, you would enter "Wright-Patterson AFB" in this block.

Continue with the rest of your mailing address. If you are located OCONUS, please provide the city and country name along with your APO or FPO address.

ERLS User Information

Please provide your signature (Can be digital signature) and printed name in Part 1, Blocks 1 and 11.

DLA Standard LOGON: A user ID provided to employees at DLA activities - Block 27.

DODAAC or DOD Activity Address Code: Provide your DoD Activity Address Code in this section- Block 27.

ROUTING IDENTIFIER CODE (RIC)+1: Please enter your RIC+1 code here (mandatory for all DRMO applications) - Block 27.

Security Verification

Your Command Security Office or your personnel office can provide this information. If you cannot locate your security or personnel office and have official U.S. Government documentation of your background investigation, you can attach it to this registration form in lieu of filling out this block.

If you are located at a DRMO and need assistance filling out the Security information, leave it blank and we will send it to the HQ DRMS security office. If your HQ DRMS office does not have any immediate information on your background security information, there will be a delay in processing your request until we they can provide us the required information.

If you have more questions, you can email us at: On-line@dla.mil. Please include your name, phone number, the system you wish to access (ERLS), USER ID if DLA, and your email address.

Supervisory Approval

Your supervisor must complete and sign/digitally sign this section.

Signature/Printed Name of Approving Official: Signature and printed name of employee supervisor.

Title/Commercial Phone: Title of approving official and commercial phone number. Please provide DSN if available.

Name of Employee: Printed name of employee seeking access to ERLS.

Level of Access:

Levels of Access: Enter the appropriate Level of Access you require to perform your duties into Block 27, Optional Information.

- Activity information where employee is located
- Activity and Installation information where employee is located (they must have installation reporting requirements for this access)
- Installation information where employee is located, plus other installations including off site or generator sites
- Region information (read only)

Type of Access:

Access Range: Select one type of access that you require to perform your duties and enter selection into Block 27, Optional Information.

There are seven types of access to ERLS and explanations follow:

Activity Group
Installation Group
DRMO Level 1 user
DRMO Level 2 user
Chemical Manager
ICP Group
HQ DLA

Each type allows certain privileges in ERLS. Your job requirements determine your access privileges. Review the following descriptions and decide which type of access you require to do your job.

Activity Group: This person will have access to the inventory data entered for a particular activity on an installation. Only that activity will be visible to the user. This would be appropriate for a Depot user on a non-DLA installation, or a DRMO user that has no, or needs no access to, off site or generator sites outside their own installation. You can prepare an annual chemical balance report to give to your installation for inclusion in the EPCRA reporting for the entire installation.

Installation Group: This person will have access to the data entered for all activities on an installation. This would be appropriate for someone who is responsible for EPCRA reporting for the entire installation. You can produce the annual EPA TIER I and TIER II reports required for EPCRA reporting.

DRMO Level 1: Your DRMO has a RIC+1 ending in the letter "A". If you select this option, and your DRMO RIC+1 does not end in A, we will assign you to DRMO Level 2.

You can access all the inventory data entered for all DRMO activities on any installation that has the same first three positions of the RIC+1 equal to yours. This will include visibility of DRMO Off sites and Generator sites for both your activity and your Offsite facilities. You can prepare an annual chemical balance report to give to your installation for inclusion in the EPCRA reporting for the entire installation. You can provide this information to each installation whose inventory you manage.

DRMO Level 2: This access is for the DRMO employee. You will have access to the inventory data entered for all DRMO activities on any installation that have a RIC+1 equal to yours. This will include visibility of Generator sites for your activity. You can prepare an annual chemical balance report to give to your installation for inclusion in the EPCRA reporting for the entire installation. You can provide this information to each installation whose inventory you manage.

Chemical Manager: This person will have access to the table information recorded in ERLS. Headquarters Defense Logistics Agency determines personnel assignment. This user will be able to update the chemical and regulatory information recorded in ERLS.

ICP Group: This person will have access to environmentally preferred item data including update. You can view reports on environmental purchases and sales. You have no EPCRA reporting responsibilities. If you have EPCRA responsibilities but also must report for environmentally preferred items, indicate this by selecting both the installation and ICP groups.

HQ DLA: This person will have read access to all environmentally preferred item reports for DLA reporting.